



TRENT COLLEGE

CANDIDATE INFORMATION





Welcome

Trent College is an independent co-educational boarding and day school, located in Long Eaton, Nottinghamshire. Founded in 1868, we have been providing a first-class education for over 150 years.

Set in a beautiful 45-acre campus we enjoy state-of-the-art facilities, including modern classrooms, sports facilities, and boarding houses. With traditional foundations and a modern outlook, Trent College is renowned for providing an excellent education for its 1,200 pupils.

The Elms is our Nursery and Junior School which provides a stimulating and nurturing environment to our youngest children, aged 6 weeks to 11 years. The two schools work closely together and share the same vision, aims and ethos. Together, we give the highest priority to the quality of our academic provision. Alongside a strong focus on sports, music, drama and a wide range of co-curricular activities to develop our pupils' character and resilience, to prepare them for the modern world.

Rated 'Excellent' across the whole school by the Independent Schools Inspectorate in 2021, Trent College has a strong academic record, with a high percentage of students achieving top grades in their examinations and going on to study at some of the best universities in the UK and abroad.

We have highly qualified and experienced teaching staff who are committed to providing an excellent standard of education. We also have a large population of support staff, ensuring that our friendly school and beautiful campus operate to the very highest standards.



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Our Location

Trent College and The Elms are conveniently situated on the border of Nottinghamshire and Derbyshire.

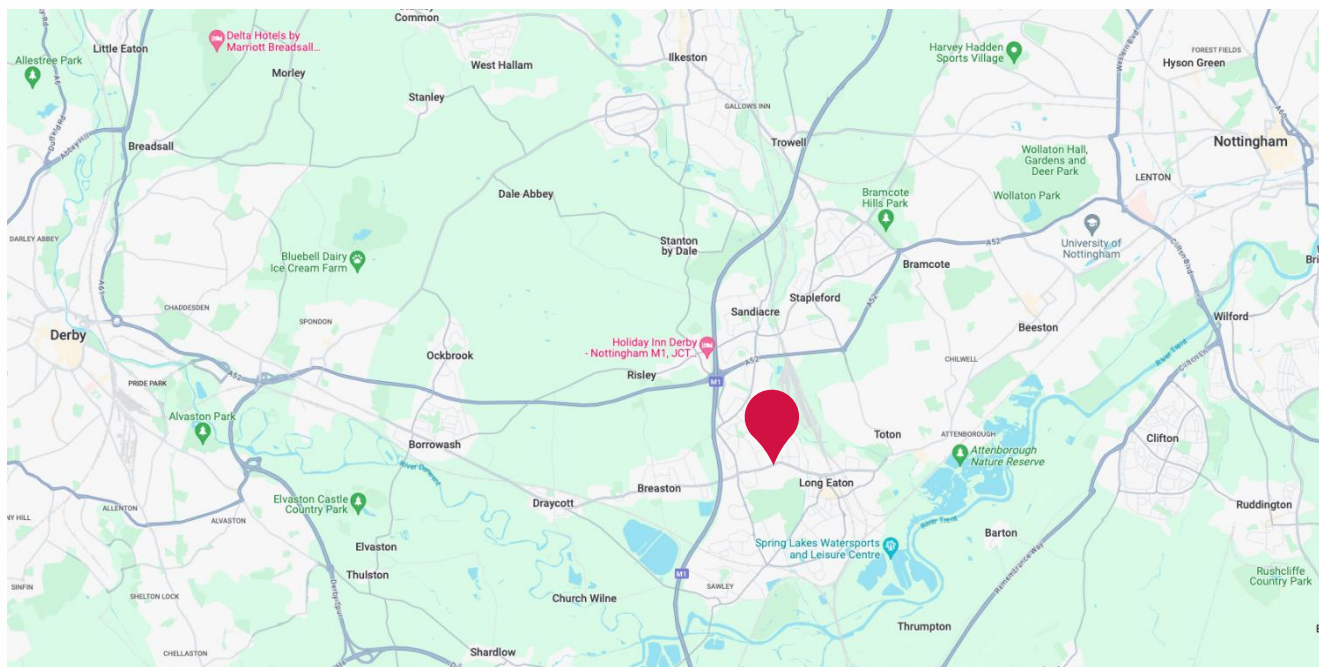
Ideally located at the heart of the UK's motorway system, we are only 2 miles from junction 25 of the M1, which provides easy access to the M42 and A1.

Reaching Trent College by rail couldn't be easier. Long Eaton boasts its own train station, located 1.5 miles from the schools. Rail routes through Long Eaton run along the Midlands Main

Line route, with direct routes to London, Loughborough, Leicester, Birmingham, Nottingham, Derby, Chesterfield and Sheffield.

Our Local Community

Working in partnership and serving the community are natural and very important values at Trent College and The Elms. We work with many local schools in Long Eaton and the wider Erewash borough to increase opportunities and aspirations, and to share the school's excellent grounds, facilities and specialist staff.





Job Description

You will be a key member of our department, providing general support to staff and pupils, to ensure the smooth operation of the facility, including the preparation and cleaning of materials and resources for the department and in giving practical support in the classroom to teachers and pupils.

KEY RESPONSIBILITIES:

- Support learning by assisting pupils and teaching staff during practical classes where necessary, including photo shoots with pupils.
- Monitor safety of equipment and report any problems to the Head of Department.
- To monitor stock and advise the Head of Department on the need to purchase resources, materials or equipment, consult with suppliers, and carry out orders for the department, keeping a record of expenditure.
- Prepare teaching material at the request of the teaching staff.
- Ensure stationary supplies are sufficient.
- Maintain an up to date list of chemicals and equipment within the department.



- Monitor the audiovisual, reprographic and computer resources.
- Co-ordinate the use of studios and equipment.
- Be responsible for the efficient and safe storage of all chemicals and equipment.
- Co-ordinate the safe disposal of unwanted materials.
- Submit maintenance requests as necessary.
- Maintain records of any risk assessments and accidents.
- Ensure classrooms are tidy and that walkways and emergency exits are kept clear.
- Be responsible for the maintenance of all equipment.
- Maintain and be aware of any relevant safety documentation (eg CLEAPSS, HAZCARDS), carry out termly Health and Safety checklists.
- To support the department in meeting the School Health and Safety Policy.
- Assist with display work both in and out of the department.
- Liaise with technicians in Design Technology where necessary.
- Participate in training and other learning activities.
- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.



Person Specification

		Essential	Desirable
Qualification and Training	GCSE Maths and English	X	
	Qualification/ experience in Art and Design	X	
Professional Skills and Experience	Experience in Art and Design technician role		X
Knowledge and Understanding	Experience of using ICT	X	
	Experience of Budget/Stock management		X
	Experience or working in an educational environment with children / young people of a relevant age		X
Abilities	Effective use of ICT and other specialist equipment/resources	X	
	Ability to relate well to children and adults	X	
	Experience within Art and Design and the willingness to undertake further training	X	
Attributes	To be able to work calmly under pressure	X	
	To be an effective team member	X	
	To be flexible and able to manage time effectively	X	
	Be prepared to work flexibly to meet the needs of the school	X	
	To work independently and collaboratively	X	
	Committed to the principals of equality and diversity	X	
Other	Committed to safeguarding children	X	
	Committed to undertaking training as and when required	X	
	Right to work in the UK	X	





Benefits

- Staff can enjoy complimentary lunches in the Obolensky Dining Hall during term time. Free car parking is available on site and staff have access to a cycle to work scheme.
- Staff are able to make free use of the school gym and leisure facilities at designated times.
- A flexible retirement plan run by TPT Solutions (formerly The Pensions Trust), including Death in Service benefit.
- Enhanced sick pay and maternity pay is available to staff.
- Staff are entitled to a fee remission for children attending the school, In line with our policy.
- We provide a range of benefits to support staff, including counselling, an employee assistance programme and 24/7 online GP consultations.

Terms and Conditions

- The salary for this role is £26,754 FTE, for the actual salary please see the advert.
- This is a permanent, part-time contract. The successful candidate will be required to work on a Thursday and Friday (16 hours per week) during term-time plus an additional 10 days during school holiday periods.





Making an Application

Candidates who wish to apply for this post should complete the online application form.

If you have any questions about the role please email recruitment@trentcollege.net or telephone 0115 949 4949 (during term time).

The closing date for applications is included in the advert.

We reserve the right to close this advertisement early if we receive a volume of strong and suitable applications.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application

The post is exempt from the Rehabilitation of Offenders Act 1974. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.



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Trent College, Derby Rd, Long Eaton, NG10 4AD